

Rules of the Salisbury Diocesan Guild of Ringers

1 NAME

- 1.1 The full name of the Guild is the Salisbury Diocesan Guild of Ringers
- 1.2 The Guild shall be divided into Branches

2 AIMS The aims of the Guild shall be:

- 2.1.1 To promote and encourage Sunday service ringing throughout the Diocese.
- 2.1.2 To recognise the true position of Ringers as Church Officials.
- 2.1.3 To encourage the due care and use of Church bells and belfries.
- 2.1.4 To advance the art of ringing and to cultivate Change Ringing.
- 2.1.5 To support bell restoration throughout the Diocese.

3 AFFILIATIONS

The Guild shall be affiliated to the CCCBR and shall abide by CCCBR rules and decisions

4 MEMBERSHIP

4.1 Ringing Member

- 4.1.1 Regular Sunday service ringers who can ring, unaided, well-struck rounds are eligible as Ringing Members of the Guild. New Ringing Members may be elected at any Branch business meeting whether or not they are present

4.2 Vice President

- 4.2.1 Ringing Members who, over many years, have given conspicuous service to the Guild may be proposed as Vice Presidents by the Executive
- 4.2.2 Subject to a proposal from the Executive and ratification of such proposal at the AGM, the office of Vice President is granted for the life of the Vice President.

4.3 Honorary Life Membership ("HLM")

- 4.3.1 Ringing Members who have given valuable service to Branch or Guild usually over a period of at least 20 years, may be proposed for HLM in writing to the Branch Committee who will then if approved be proposed for HLM at a Branch business meeting. Proposals for HLM must be made, in writing, to the Executive meeting prior to the AGM.
- 4.3.2 Ringing Members with 50 years' membership of the Guild (whether continuous or not) are offered HLM automatically on completion of the 50th year of membership.
- 4.3.3 Proposals for HLM accepted by the Executive shall be ratified at the AGM.

4.3.4 Exceptions:

- 4.3.4.1 A Branch Chairman may make a request, in writing, to the Master, for the immediate ratification of their Branch proposal for an HLM where the failing health of the Ringing Member is such that ratification by the AGM could prove too long a delay.
- 4.3.4.2 The Master will require agreement from the President and the Secretary in order to ratify such a proposal.

4.4 Non-Resident Life Member

A Non-Resident Life Member may be proposed at any time provided that two or more Ringing Members are present. Their election shall be ratified at the next AGM. Any member who leaves the Diocese having paid at least two consecutive annual subscriptions shall become a Non-Resident Life Ringing Member automatically.

4.5 Associate Member

Associate Members are either ringers who are not currently active ringers or non ringers who support the aims of the Guild and may be enrolled at any time.

4.6 Associate Life Member

A Ringing Member who is permanently prevented by age or ill health from continuing to take part but who wishes to remain associated with the Guild may be ratified as an Associate Life Member at a Branch business meeting.

4.7 Probationary Member

A learner on commencement of lessons shall be eligible to be a Probationary Member and should be enrolled immediately at which point the Branch Secretary or Branch Treasurer should be informed.

4.8 Voting Rights

Vice Presidents, HLM's and Ringing Members aged 12 and over have the right to vote on Guild matters.

5 SUBSCRIPTIONS and FINANCE

- 5.1 Subscriptions and their apportionment shall be determined by the Executive and ratified at the AGM

5.2 Annual Membership

- 5.2.1 Subscriptions fall due for payment on 1 January each year or on election, for a member joining after 1 January in that year. Where a Member is elected after 1 October their subscription shall cover the following calendar year
- 5.2.2 The Branches shall forward subscriptions to the Guild Treasurer by 1 May each year or in the case of new members following the meeting at which they were elected.

5.3 Reduced Annual Membership

A reduced subscription shall be paid by Members:

- 5.3.1 aged 12 to 18
- 5.3.2 by Probationary Members
- 5.3.3 by Associate Members

5.4 Exemptions

No subscription is paid by Vice Presidents, Honorary Life Members or Associate Life Members or members under 12 years.

5.5 Non-payment

- Membership shall be deemed lapsed if a subscription has not been paid by 1 April of the year it fell due.
- 5.6 The Guild Treasurer shall maintain an accurate account of Guild income and Expenditure. The accounts will be made up at the end of each calendar year, and be presented to the Independent Examiner. The accounts along with the report of the Independent Examiner are to be presented to the AGM of the Guild.
- 6 INSURANCE**
- The Guild shall provide Insurance cover for its members and its assets as agreed by the Executive.
- 7 GUILD PATRONS, VICE PRESIDENTS and OFFICERS**
- The patrons, Vice Presidents and officers of the Guild shall comprise:
- 7.1.1 Patrons:
 Patron: The Lord Bishop of the Diocese
 Vice Patrons: The Bishops of Ramsbury and Sherborne; the Archdeacons of Dorset, Sarum, Sherborne and Wiltshire; and the Very Reverend the Dean.
- 7.1.2 Vice Presidents:
 Those members elected to this office in accordance with rule 4.2.
- 7.2 Officers:
- 7.2.1 Elected every three years:
 President: Master: CCCBR representatives
- 7.2.2 Elected Annually:
 Honorary General Secretary, Honorary Treasurer, Honorary Assistant General Secretary, LEBRF Administrator, Honorary Independent Examiner, Librarian, Peal Secretary, Guild Publicity Officer, Report Editor, Guild LEBRF Trustee, Education Officer, Safeguarding Officer, Health and Safety Officer, Web Master and Face to Face Editor.
- 8 THE EXECUTIVE**
- 8.1 The Executive, which should meet at least once per year, shall comprise:
 The President; Master, Secretary, Treasurer, Assistant Secretary, Committee Chairmen, LEBRF Chairman, LEBRF Administrator, Guild Publicity Officer, Education Officer, Safeguarding Officer, Health and Safety Officer, Web Master, one member per Branch, one Vice President nominated from amongst their number without duplication and one CCCBR representative nominated from amongst their number without duplication
- 8.2 The following may be invited to attend Executive Meetings:
 Vice Presidents; CCCBR Representatives; Peal Secretary; Report Editor; Librarian; DAC Advisor; Belfry Inspectors; Guild LEBRF Trustee; Face to Face Editor; Independent Examiner and Sub Committee Chairman.
- 8.3 The Executive shall have the power to co-opt.
- 8.4 The Executive shall be empowered:
- 8.4.1 To make decisions on financial and other matters of the Guild;
- 8.4.2 Delegate any of its duties to sub-committees;
 and is accountable for such decisions to the AGM
- 9 BELFRY INSPECTORS**
- 9.1 Belfry Inspectors shall be appointed by the Executive
- 9.2 All applications for inspections by a Belfry Inspector shall be made through the Secretary
- 9.3 Belfry Inspectors shall proceed in accordance with a code of practice to be approved and amended as necessary by the Executive
- 9.4 Belfry Inspectors shall hold office until they advise the Secretary in writing that they wish to resign.
- 10 GUILD FESTIVAL AGM and EGMs**
- 10.1 The Guild Festival and AGM shall normally be held on the second Saturday in May.
- 10.2 The Festival shall be held in each Branch of the Guild in rotation.
- 10.3 The cost of the AGM shall be met from Guild funds, attendees at the Festival shall be charged individually for refreshments.
- 10.4 The Guild Secretary is required to convene an Extraordinary General Meeting ("EGM"), at any time, following either:
- 10.4.1 a decision deeming an EGM to be necessary, which decision has been agreed by no fewer than 10 members of the Executive, as defined in rule 8.1; or
- 10.4.2 receipt by the Guild Secretary of a written request that an EGM be convened, which request has been signed by a minimum of 40 Ringing Members, as defined by rule 4.1, and which clearly states the purpose for which the EGM is required.
- 10.5 Convening an EGM:
- 10.5.1 within 14 days of any decision or request made under the provisions of rule 10.4 the Guild Secretary will give the Ringing Members notice that an EGM has been requested; and
- 10.5.2 An EGM will be held no sooner than 28 days from the date of such notice having been given to the Ringing Members.
- 11 PEALS AND PEAL FEES**
- 11.1 All peals rung for the Guild shall be rung by members of the Guild.
- 11.2 A Non Resident Life Member elected before the start of a peal must pay a one-off subscription to the Peal Secretary and such membership shall be ratified at the next AGM.
- 11.3 If a peal ringer is resident within the boundaries of the Diocese but not yet a Ringing Member of the Guild, they shall be elected before the start of the peal and shall pay the relevant subscription to the appropriate Branch Treasurer. The Peal Secretary shall be notified of such election and their membership shall be ratified at the next Branch Meeting.

11.4 For a peal to be recorded under the name of the Guild each ringer taking part shall pay an amount to be determined at the AGM (the "Peal Fee"). The Peal Fee shall be sent to the Peal Secretary within 30 days of the peal being rung to be given recognition by the Guild.

11.5 Peal Fees shall go to the LEBRF.

12 STATUS OF RINGING BANDS

12.1 Any band of ringers within the Guild may apply to associate itself with a Branch.

12.2 If a band of ringers is outside the Diocese it must have the consent of its local Society, Association or Guild and the Guild Executive to associate with the Guild, before applying to associate itself with a Branch.

13 CERTIFICATES

13.1 Guild certificates are available for presentation to Ringing Members for the following:

13.1.1 Enrolment as a Ringing or Associate Member;

13.1.2 On ringing a first quarter peal;

13.1.3 On ringing a first peal.

13.2 Guild certificates are also available for:

13.2.1 Long service to the Guild by Ringing Members;

13.2.2 On election to Honorary Life Membership.

13.2.3 On election as an Associate Life Member.

13.2.4 On election as a Vice President.

14 GUILD LIBRARY

14.1 The Guild shall maintain its library and add to it from time to time

14.2 Items from the library may be borrowed by members through the offices of the Librarian,

14.3 Rare items are for viewing only in the presence of the Librarian.

15 DAMAGE TO BELLS AND EQUIPMENT

Any damage caused at a Guild meeting or Guild function, to the bells or tower equipment which is properly attributable to the default or negligence of a Member, shall be made good at the Guild's expense. Tower keepers shall ensure that bells and equipment are in good order before any Guild meeting or Guild function takes place. If any doubt exists as to the serviceability of any tower equipment, no Guild meeting or Guild function shall take place in that tower.

16 EXPENSES

Wherever possible any reasonable expenses incurred by CCCBR representatives, the DAC Advisor and other Guild Officers shall be met from Guild funds.

17 GUILD MOTIF

The Guild motif can be used only for appropriate purposes. In the case of doubt of an appropriate use the Secretary shall advise.

18 DISSOLUTION

18.1 In the event of the dissolution of the Guild the Assets of the dissolved Guild shall be lodged as a loan with the LEBRF for a period of two years from the date of dissolution, during which period the LEBRF can use any interest earned from the loan.

18.2 If two years post dissolution of the Guild it has not been re-formed then the loan shall be deemed an asset of the LEBRF.

19 ALTERATIONS TO AND PERIODIC REVIEW OF THE RULES

19.1 Alterations

19.1.1 Any proposal to alter the Rules must be submitted to the Secretary, in writing, by 1 October for consideration by the Executive. Such proposal shall then be passed to the Branch Secretaries who will arrange for their discussion at Branch meetings before the AGM.

19.1.2 Ratification of any amendment to the Rules made by the Executive following consultation with the Branches shall be made at the next following AGM.

19.2 Periodic Review

The Rules shall be reviewed every ten years by the Executive and, if necessary, a new edition will be published.

APPENDIX 1

RULES FOR BRANCHES

1 BRANCH OFFICERS

1.1 Every Branch shall elect a Committee comprising of Chairman, Vice Chairman, Secretary, Treasurer, Ringing Master(s), Publicity Officer, Training Officer, Executive Committee Representative, LEBRF Trustee and at least two Committee Members with the power to co-opt. One person may hold no more than two officer posts.

1.2 All Branch Officers shall be elected at the Branch Annual Meeting.

1.3 Any Branch Officer not wishing to seek re-election shall give notice to that effect no later than 3 months prior to the Branch Annual Meeting

1.4 Each Branch shall also appoint an Independent Financial Examiner

2 BRANCH BOUNDARIES

Proposals for the alteration of branch boundaries shall be submitted in writing to the Guild Secretary by 1 October for consideration by the Executive and later ratification by the AGM if approved.

3 SUBSCRIPTIONS AND ANNUAL RETURNS

- 3.1 The Branch Secretary or Branch Treasurer shall collect the subscriptions for the current year, together with a correct list of the names of all Branch Members, no later than 1 April each year and forward the same to the Guild Treasurer by 1 May, retaining the Branch proportion.
- 3.2 A brief report of the year's work shall be sent to the Report Editor and a copy of the Independently Examined Branch accounts to the Guild Treasurer by 1 February of the year following.
- 3.3 The Branch Treasurer shall maintain an accurate account of income and expenditure and present those accounts at each Annual General Meeting. It shall also appoint an honorary independent examiner whose report shall be presented with the accounts to the AGM.

4 TOWER CORRESPONDENT

- 4.1 Each tower affiliated to the Branch shall appoint one of its members as Tower Correspondent. The Tower Correspondent shall ensure the subscriptions of the Members at the tower are collected and forwarded together with a correct list of Members' names, to the Branch Secretary or Branch Treasurer by 1 April each year.
- 4.2 The Tower Correspondent shall deal with all other communications relating to the tower.

5 MEETINGS

- 5.1 The Annual Meeting shall determine the frequency of Branch Business Meetings but such Branch meetings shall be held on not fewer than 3 occasions a year, one of which shall be the Annual Meeting
- 5.2 The Branch Secretary is required to convene an Extraordinary General Meeting ("EGM"), at any time, following either:
 - 5.2.1 a decision deeming an EGM to be necessary, which decision has been agreed by no fewer than 5 members of the Branch Committee, as defined in rule 1.1; or
 - 5.2.2 In the event that a Branch requires a Branch EGM to be convened, Branch Members are required to submit a written request to the Branch Secretary signed by a minimum of 10 Ringing Members of the Branch which clearly states the purpose for which the Branch EGM is required.
- 5.3 Convening an EGM:
 - 5.3.1 Within 14 days of any decision or request made under the provisions of rule 5.2 the Branch Secretary will give the Branch Ringing Members notice that an EGM has been requested; and
 - 5.3.2 A Branch EGM will be held no sooner than 28 days from the date of such notice having been given to the Branch Ringing Members.

6 PLACE OF MEETINGS

The location of Branch meetings shall be at the discretion of the Committee after consideration of suggestions made to the Committee by Branch Members at the Branch Annual Meeting and other Branch Meetings

7 DISSOLUTION

- 7.1 In the event of the dissolution of a Branch, after consultation, towers will be attached to neighbouring Branches by the Executive.
- 7.2 Assets
 - 7.2.1 Assets of the dissolved Branch shall be lodged as a loan with the LEBRF for a period of two years from the date of dissolution, during which period the LEBRF can use any interest earned from the loan.
 - 7.2.2 If two years post dissolution of the Branch it has not been re-formed then the loan shall be deemed an asset of the LEBRF.

APPENDIX 2

1 DEFINITIONS

In these Rules the following expressions shall (except where the context otherwise requires) have the following meanings:

- 1.1 "AGM" shall mean the Annual General Meeting of the Guild also known as the Guild Festival.
 - 1.2 "Branch" shall mean a sub-division/divisions of the Guild
 - 1.3 "CCCB" shall mean the Central Council of Church Bell Ringers
 - 1.4 "DAC Advisor" shall mean the Diocesan Advisory Committee representative;
 - 1.5 "Diocese" shall mean the Church of England Diocese of Salisbury
 - 1.6 "Executive" shall mean the Guild Executive Committee
 - 1.7 "Guild" shall mean the Salisbury Diocesan Guild of Ringers
 - 1.8 "LEBRF" shall mean the Llewellyn Edwards Bell Restoration Fund
 - 1.9 "Master" shall mean the current Master of the Salisbury Diocesan Guild of Ringers
 - 1.10 "President" shall mean the current President of the Salisbury Diocesan Guild of Ringers
- The headings to the clauses of these Rules are for convenience only and shall not be used for the purposes of construing or interpreting the Rules.